

Mass Workforce Issuance

100 DCS 02.119.1

☐ Policy

☒ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: April 10, 2018

Subject: **MOSES Data Entry of Hurricane Impacted Job Seekers and Employers
Interested in Hiring Evacuees**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners that MOSES now allows for tracking job seekers impacted by the hurricanes in Puerto Rico. As well as tracking employers who express an interest in hiring hurricane evacuees.

Action

Requested: Please share with all staff and partners as appropriate.

Effective: Immediately

MOSES Tracking of Job Seekers Impacted by the Hurricanes

Once a job seeker has been registered in MOSES, and the career center staff has confirmed that the job seeker has relocated to Massachusetts (or nearby bordering states) due to being impacted by the recent hurricanes in Puerto Rico, the job seeker should be added/enrolled in the Career Center Specific Program named *PR Hurricane Impacted*.

On the Basic tab of MOSES (see screen shot below), click the *Career Center* button at the bottom of the screen which will open the *Career Center Specific Programs* window. From there, scroll down until you locate the *PR Hurricane Impacted* program and check the *Apply* box.

There are no eligibility requirements to record. This checkoff will simply allow the creation of a weekly statewide report to help support the flow of job seekers and families from Puerto Rico.

The screenshot displays the 'Job Seeker Membership (practice, donna training)' window. The 'Basic' tab is selected, showing fields for First Name (donna training), Last Name (practice), Date of Birth (11/23/1990), Gender (Female), and Race (White). The 'Programs' section shows 'Job Match' as the selected program, with 'Program Eligibility' set to 'Info. Complete - On' and 'Case Management' set to 'Enrolled'. A 'Career Center' button is highlighted with a red box at the bottom of the 'Basic' tab. The 'Career Center Specific Programs' dialog box is open, showing a list of programs. The 'PR Hurricane Impacted' program is selected, and its 'Apply' checkbox is checked, indicated by a red arrow. The 'Apply' column for other programs is also visible.

Program Name	Apply
PfC Partners for Community	<input type="checkbox"/>
Philips Mersen	<input type="checkbox"/>
Polartec	<input type="checkbox"/>
Post-Release Ex-Offender Re-entry Program	<input type="checkbox"/>
PR Hurricane Impacted	<input checked="" type="checkbox"/>
Precision Manufacturing Training Project	<input type="checkbox"/>
Pre-Release Ex-Offender Re-entry Program	<input type="checkbox"/>
Probation	<input type="checkbox"/>
Quaker Fabrics	<input type="checkbox"/>
Rapid Response-14	<input type="checkbox"/>
RE- AISS- After Incarceration Support System	<input type="checkbox"/>

Tracking Evacuee Relocation Status in MOSES using Manual Alert

As we continue to support hurricane evacuees, we need to identify those who are planning to stay in Massachusetts, those who are planning to return home and those that are undecided at this time.

Please record this information in MOSES by adding **One (1) Manual Alert** described as either; **Returning, Not Returning or Undecided** on the **Alerts tab** in MOSES. You can append other text to the alert such as; Returning to San Juan or Not Returning, plan to stay in Holyoke or Not Returning, plan to move to Fall River, etc. but you must prefix the Alert as Returning, Not Returning or Undecided.

If the individual's situation changes, for example, if they were 'Undecided' at first but subsequently decide to stay, you should change the text of the Alert from 'Undecided' to 'Not Returning' versus adding another alert.

Moses Example of a Not Returning Manual Alert:

The screenshot shows the MOSES Job Seeker Membership (Test, Sam) interface. The top bar displays the user's name 'Test, Sam' and their SSN: XXX-XX-3376 ID: 12684320. Below the top bar is a navigation menu with tabs: Basic, Full, Education, Work Experience, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and a Survey button. The 'Alerts' tab is selected. The 'Manual alerts' section is visible, showing a table with columns: Issue, Alert Date, Resolved, Resolution, and Resolved By. There is one entry in the table: 'Not Returning' with an Alert Date of 04/06/2018. To the right of the table are 'Add' and 'Delete' buttons.

Issue	Alert Date	Resolved	Resolution	Resolved By
Not Returning	04/06/2018	<input type="checkbox"/>		

MOSES Tracking of Employers Interested in Hiring Hurricane Evacuees

An **‘Evacuee Friendly’ checkbox** and icon will be added with the release of MOSES 36.7 on April 18, 2018 to the **Employer/General Info** tab and will be available as an advanced search option in MOSES to track employers who have expressed an interest in hiring hurricane evacuees. If you receive notice from an employer interested in accepting referrals of hurricane evacuees to available jobs you must enter information in MOSES as follows:

- Is the employer registered in MOSES? If so, make sure to identify them by checking the new ‘Evacuee Friendly’ checkbox. If the employer is not registered, you should set up the employer registration in MOSES and check the ‘Evacuee Friendly’ checkbox.

Employer Registration (B&V Testing)

FEIN: ## ####7770 ID: 1234567

General Info | Employer Contacts | Events | Account Representatives | Programs and Benefits | Employer Services | Closing / Layoff

Company Information

▶ Name: B&V Testing

▶ FEIN Number: ## ####7770 UI Account #: -

Number Of Employees:

Web Address:

Doing Business As:

▶ Employer Type: Private ☐ FLC ☐ GTF

▶ Federal Contractor: ☐ Yes ☒ No ☐ Company Closed

▶ Primary Phone: (800)851-1111

▶ Career Center: The Career Place

☒ Evacuee Friendly

Company Address | Mailing Address

Address

▶ Address: 19 Staniford St

▶ Country: United States of America

▶ Zip: 02451- ▶ City: Waltham

▶ State: Massachusetts

Is the mailing address different? ☐

Industry

▶ NAICS Code: 541380 SIC:

▶ NAICS Sector: Professional, Scientific, and Technical Services

▶ NAICS Subsector: Professional, Scientific, and Technical Services

▶ NAICS Ind Group: Architectural, Engineering, and Related Services

▶ NAICS Industry: Testing Laboratories

▶ NAICS US Industry: Testing Laboratories

Trade Names

B & V Testing Add

B and V Testing Delete

All Job Orders **Open Job Orders**

Total Job Orders: 0 Total Job Orders:

Total Openings: Total Openings:

Total Openings Filled: Total Openings Filled:

Status

☒ Access Approve ☐ Access Denied Validated By: CPATT

Created Date: 04/30/2013 Created By: CPATT

Industry Code Search Job Order OK Cancel

- Does the employer have a job order in MOSES? If not, set up the job order(s) in MOSES, otherwise locate the job order(s). Once the job order(s) are established, you should refer appropriate hurricane evacuees. You should also follow-up on all referrals to record the outcome of the referrals (i.e. hired, not hired etc.).

Job Order (10036999) - Paraprofessional - Autism Inclusion

Holyoke Public Schools FEIN: ## ####1393 ID: 1019212

Job Specification | Pay Specification | Referral Information | Skill Set | Selected Job Seekers | Job Order History

Selected Job Seekers

Service Date	Staff Id	Service Type	Service Result	Name	Social Security Number	Applicant ID	Applicant Phone
04/06/18	JBOUC	Job Referral - Staff	Hired	Test ,Sam	###-###-3376	12684320	- -

Add Filter